

# Meeting Summary

## Nevada State Board of Cosmetology Human Resources Sub-Committee

This meeting was video-conferenced between Las Vegas, Nevada and Carson City, Nevada

The Board of Cosmetology conducted a Sub-Committee meeting on Monday, March 16, 2015. The purpose of this meeting was to develop and review proposed Board policies concerning the hiring, evaluation and termination of the Executive Director position.

The Audio recording for this meeting can be found on the Board of Cosmetology website  
<http://cosmetology.nv.gov/About/Meetings/2015/2015-Meetings/>

Members Present: Cokie Booth – Public Member  
C. Neal Hoffman – Board Member

Executive Director Gary K. Landry  
Chief Financial Officer Andrew Helms  
Executive Assistant Monica Bradford

The meeting was called to order at 10:31 AM by Board Member C. Neal Hoffman

The following are the descriptions of the agenda items, the actions taken and the vote on those items.

1. Call to order/roll call.
2. The Pledge of Allegiance.
3. Comments by general public.

No public comments.

4. Consideration and approval of the agenda and its posting (for Possible Action)

This meeting was noticed and posted in accordance with the open meeting law requirements of the State of Nevada ( NRS Chapter 241)

Action Taken: The agenda and its posting was approved

Motion: C. Neal Hoffman Second: Cokie Booth

Vote: Ayes: 2 Nays: 0

5. Discussion and Approval of the Executive Director Recruitment Process ( For Possible Action )

Action Taken: Approval of the Executive Director Recruitment Process, including the required skills, the compensation package, advertisement methods, scoring system, and the interview process

Motion: Cokie Booth

Second: C. Neal Hoffman

Vote: Ayes: 2      Nays: 0

6. Discussion and approval of the Executive Director Annual Review Policy (For Possible Action)

Action Taken: Approval of yearly Special Meeting to discuss the Executive Director's annual review, Best Practices, Strategic Plan and Goal setting for the following year

Motion: Cokie Booth

Second: C. Neal Hoffman

Vote: Ayes: 2      Nays: 0

7. Discussion and approval of the Executive Director Progressive Discipline Policy (For Possible Action)

Action Taken: Approval of the Progressive Disciplinary Policy establishing the discipline plan for the Executive Director

Motion: Cokie Booth

Second: C. Neal Hoffman

Vote: Ayes: 2      Nays: 0

8. Comments by General Public

No Public Comments

9. Adjournment (For Possible Action)

Meeting Adjourned by Board Member C. Neal Hoffman

Adjournment at 11:14 AM